



# 2008 School Resource Officer Incentive Grants Fund Program For Continuation and New Programs

## Guidelines and Application Procedures

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Department of Criminal Justice Services  
Law Enforcement Services Section  
202 North Ninth Street  
Richmond, VA 23219

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**School Resource Officer Incentive Grants Fund Program  
2008 Guideline**

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## **School Resource Officer Incentive Grants Fund Program 2008 Guideline**

### **I. Introduction**

The Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource Officer (SRO) Incentive Grants Fund Program for grants to **continue** support of eligible SRO programs currently funded through this source. Funds are also available to establish **new** SRO programs.

These funds are used to promote school safety by supporting School Resource Officer (SRO) programs in specified middle, high or alternative public schools in the Commonwealth of Virginia.

A central goal of DCJS grant programs is to establish or enhance multidisciplinary partnerships. The establishment or enhancement of partnerships through SRO grants gives meaning and practice to the goals of community-oriented justice. SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice and address public safety concerns, especially about the influence of drugs and juvenile violence.

*SRO grant applications submitted to DCJS must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing or controlling juvenile crime.*

These guidelines contain the rules and requirements governing the School Resource Officer Incentive Grants Fund Program, the required grant application forms, and instructions for completing and submitting your application.

### **II. Eligibility**

Units of local government are eligible to apply for and receive these funds. A police department, sheriff's office or school division may manage the SRO program but the grant application must be submitted by and the funds awarded to a unit of local government.

These grant funds are available to **continue** support of eligible SRO programs currently funded through this source. Forty-eight (48) months is the maximum length of time that grant funds will be awarded to support an SRO program in a specific middle, high or alternative public school.

These funds also may be used to establish **new** SRO programs at middle, high and alternative public schools specified by the applicant. Middle, high and alternative public schools that have previously received federal, state or local funding for a full-time SRO program are **not eligible to apply**.

### **III. Grant Deadline**

Applications, whether mailed or hand-delivered, must be **received** by DCJS **no later than 4:00 p.m. on Wednesday, April 30, 2008**. Faxed or E-mailed applications will **not** be accepted.

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### IV. Amount Available

#### For SRO continuation funding applications:

The total amount requested in your application for continuation funding, including required local cash matching funds, may not exceed the total of your current award. The only allowable expenses for this grant are salary and benefits for a full-time SRO at the currently funded middle, high or alternative public school.

#### For new SRO program applications:

The total amount requested in an application for a new SRO program may not exceed **\$50,000** per SRO position, including the required local matching cash funds. Localities seeking grant funding for new SRO programs must submit one application per SRO position. The only allowable expenses for this grant are salary and benefits for a full-time SRO at a middle, high or alternative public school specified by the applicant.

### V. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2008 and ending June 30, 2009.

### VI. Match Requirement

Applicants must consult the Virginia Department of Education's "[2008-2010 Composite Index of Local Ability-to-Pay](#)" to identify their locality's 2008-2010 Composite Index. Use your locality's 2008-2010 Composite Index to calculate your required local matching cash funds for this year's SRO Incentive Grants Fund application.

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The *hypothetical DCJS Itemized Budget Form (next page)* shows how matching cash funds for each line item are calculated.

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### Hypothetical:

The town of Virginiaville's annual salary rate for a full-time SRO is \$30,000 with fringe benefits equaling \$5,000. Virginiaville's 2008-2010 Composite Index of Local Ability-to-Pay is .3032. To calculate the amount of local matching cash funds required, Virginiaville would multiply the total salary (\$30,000) by its composite index (.3032) and repeat this process for each line item.

$$\begin{array}{rclcl} \text{Total per line item} & \times & \text{Composite Index} & = & \text{Local cash match per line item} \\ (\$30,000) & \times & .3032 & = & \$9,096 \end{array}$$

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
<b>TOTAL:</b>					\$20,904	\$9,096		\$30,000
<b>b. Fringe Benefits</b>								
FICA % = 10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
<b>TOTAL:</b>					\$3,484	\$1,516		\$5,000
<b>TOTAL PERSONNEL (a + b):</b>					\$24,388	\$10,612		\$35,000

### VII. Restrictions

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be awarded to support an SRO program in a specific middle, high or alternative public school is 48 months.
- Grant funds may be used only for salary and fringe benefits for a full-time SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

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### VIII. Availability of Continuation Funding

Approval of one grant does not imply or guarantee funding awards in subsequent years. In addition to a project's implementation, performance and the availability of funds, compliance with grant reporting requirements and timely submission of any special condition documentation attached to the current award are key factors in determining eligibility for continuation funding.

1. *No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue.* For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
2. *All special conditions for the current award must be completed and approved by DCJS by the time of review in order for the continuation grant to be considered.*

### IX. Application Requirements for Continuation and New Programs

Applications must be based on the [Virginia School Resource Officer Program Guide](#) and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- c. SROs who have at least one (1) year of certified law enforcement experience and the **demonstrated** ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;
- d. SROs who act as primary law enforcement agents at the school and perform other multi-faceted roles including:
  1. instructor of law-related education classes;
  2. criminal justice system liaison;
  3. role model;
  4. crime prevention specialist;
  5. problem solver and mediator;
- e. SROs who have attended a DCJS-sponsored 32-hour Basic SRO School or will attend one within the first four months of the grant cycle;
- f. SRO who will be assigned to **one** secondary school (or to two, if the schools are in close proximity to each other.)

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**X. How and Where to Submit Application**

Please **submit an original and three (3) copies** of the complete grant application to:

**Department of Criminal Justice Services  
Grants Administration Section  
202 North Ninth Street  
Richmond, VA 23219**

Faxed or E-mailed applications will **not** be accepted. Consider mailing your application via certified mail, return receipt requested. Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Wednesday, April 30, 2008.**

**XI. Application Forms and Instructions for Continuation and New Programs**

Each application for continuation or new SRO funding must contain the following items and be submitted in the order listed below. For the Budget and Project Narrative sections of your application use the titles and headings specified in these guidelines.

- 1) [Grant Application Form](#)
- 2) [Itemized Budget Form](#)
- 3) **Budget Narrative**
- 4) **Project Narrative**
- 5) [Project Goals and Objectives Form](#)
- 6) **SRO Memorandum of Understanding for 2008-09**
- 7) **SRO Departmental General Order**
- 8) **SRO Job Description**
- 9) [SRO Contact Sheet](#) (if officer has been designated)
- 10) **Certification Regarding Previous Funding**

Instructions for completing forms and procedures are listed on pages 8 through 16.

**1) Grant Application Form and Instructions**

The first page of your application is the [Grant Application Form](#), a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses as well as telephone numbers for each person listed. Use the table on the next page to complete the Grant Application Form.

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<b>Information Block</b>	<b>Content</b>
Grant Program	Put "School Resource Incentive Grants Fund"
Congressional District	Indicate the Congressional District(s) in which the project will operate
Applicant	Provide the name of the locality, state agency or organization applying
Faith Based organization?	Disregard
Applicant FIN	Provide applicant's Federal Identification Number
Best Practice?	Disregard
Jurisdiction(s) Served and Zip Codes	List all jurisdictions and Zip Codes where the project will operate. If statewide, enter "statewide." If a state college or university, enter "campus."
Program Title	School Resource Officer
Type of Application	Mark new if appropriate. If continuation, indicate current year grant number
Project Director	Provide name and all requested contact information for person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	The person who has authority to formally commit the locality, state agency, college/university or organization to comply with the terms of the grant application including provision of the required cash match. This must be the organization's chief executive officer. For a local unit of government, the chief elected official or County Administrator, Mayor, City Manager, (NOT the Sheriff or Chief of Police.)
Finance Officer	The individual responsible for fiscal management of the funds associated with this grant
Brief Project Description	A short description of the proposed project
Project Budget Summary	This grant only provides salary and benefits so your figures will be listed in the Personnel category only. Use the Composite Index to calculate the state fund and local match portions. Figures should match those on "Itemized Budget" form.

**2) Itemized Budget Form and Instructions**

You must submit DCJS' [Itemized Budget](#), a two-page form, to detail all proposed project expenditures, including matching funds. Alternative forms will not be accepted. This grant only provides salary and benefits.

On the Itemized Budget Form, provide line item breakdowns of salary and benefit figures, divided into state and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded



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by DCJS. Local match must be provided in cash.

### ***Personnel/Employees***

***Salaries:*** list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The Budget Narrative (see 3, below) should justify the necessity for creating new positions. Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

***Employee Benefits:*** Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

***Consultants*** - Unallowable

***Travel and Subsistence for Project Personnel*** - Unallowable

***Equipment*** – Unallowable

***Supplies and Other Expenses*** - Unallowable

***Indirect Costs*** - Unallowable

***Cash Funds*** - (Supporting this project from sources other than the grant program.) This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

### **3) Budget Narrative and Instructions**

In addition to completing the Itemized Budget Form, you must provide a section titled: “**Budget Narrative.**” In this section, explain the reason for each requested budget item and provide the basis for its cost. All items requested in the Itemized Budget Form must be thoroughly justified and clearly related to the proposed project or they will be deleted from the award. Use the following sub-headings in your Budget Narrative: Personnel/Employees; Fringe Benefits.

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**4) Project Narrative and Instructions**

***For continuation SRO applications:***

Each application for **continuation** SRO funding must include a section titled “**Project Narrative**,” no more than four (4) pages in length, which contains the following sub-headings: Accomplishments; Need Justification; Project Description.

**Accomplishments for continuation applications**

Under the Accomplishments sub-heading of your Project Narrative, include *at least* the following:

- a) a detailed description of the progress made toward accomplishing each objective of the current grant year;
- b) a discussion of any significant SRO program accomplishments or innovations this year;
- c) data collected i.e., number/titles of law-related education classes taught and number of students, staff and parents in attendance; number of K-9 searches completed; number and type of school safety and/or crime prevention measures implemented, etc.;
- d) a discussion of any program obstacles or issues encountered during the current grant year and how those obstacles were addressed.

**Need Justification for continuation applications**

Under the Need Justification sub-heading of your Project Narrative, describe in specific terms the school safety, school security, juvenile crime/delinquency and crime prevention issues and needs that your SRO program will address in the 2008-09 grant year in the specified school. The applicant must provide statistics that show the current level of juvenile crime/delinquency in the specified school. The applicant must state why there is a continuing need for grant funding.

**Project Description for continuation applications**

Under the Project Description sub-heading of your Project Narrative, describe how the SRO program at the specified school will promote school safety; enhance school security; and eliminate, reduce and/or control juvenile crime. The Project Description must explain the SRO’s plan for solving the identified school safety and security problems; must identify the activities that the SRO will undertake to address those problems; and present the project plan in chronological order by quarter i.e., “During the first quarter (July –Sept. 2008), the SRO will address fights involving 6<sup>th</sup> graders by conducting three (3) classes reaching 95% of 6<sup>th</sup> grade

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students and teachers on conflict resolution and Virginia law related to assault. In addition, the SRO will assist staff responsible for student discipline issues, and will participate in discipline hearings for fights involving 6<sup>th</sup> graders.”

Describe the specific outcomes you expect to achieve through your project. Describe how you will analyze the data you collect, determine the degree to which each objective is achieved, evaluate your performance and assess the effectiveness of your project.

### ***For new SRO applications:***

Applications for **new** SRO programs must include a section titled “**Project Narrative**,” no more than 3 pages in length, which includes two headings: Need Justification; Project Description. The Project Narrative must present a concise, clear and compelling case for the need for an SRO program at the specified school. The Project Narrative must describe the capabilities of your organization to implement, carry out and manage the project.

### **Need Justification for new applications**

Under the Need Justification heading of the Project Narrative, the applicant must identify and describe in specific terms the nature and extent of the school safety, security, juvenile crime/delinquency and crime prevention problems and issues that exist in the specified school. The applicant must provide statistics that show the current level of juvenile crime/delinquency in the specified school. The applicant must provide other statistics that support the extent of the identified problems and issues.

Sources for statistics may include: school discipline records; school detention, suspension and expulsion data; juvenile crime statistics; calls for service to local law enforcement agencies; annual school safety audit information; student and/or staff safety surveys; parent and/or community input; school and community population and economic demographics, etc. When possible, the application should show how the deficiency or problem has grown over time.

Describe existing resources and services that are available to address the identified school safety and security problems, including local funding and any other federal or state grants, and state why those resources and services are inadequate. Describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

### **Project Description for new applications**

Under the Project Description heading of your Project Narrative, describe how the SRO program at the specified school will promote school safety; enhance school security; and eliminate, reduce and/or control juvenile crime. The Project Description then must explain the SRO’s plan for solving the identified school safety and security problems; must identify the activities that the SRO will undertake to address those problems; and present the project plan in chronological order by quarter i.e., “During the first quarter (July –Sept. 2008), the SRO will address fights involving 6<sup>th</sup> graders by conducting three (3) classes reaching 95% of 6<sup>th</sup> grade students and teachers on conflict resolution and Virginia law related to assault. In addition, the

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SRO will assist staff responsible for student discipline issues, and will participate in discipline hearings for fights involving 6<sup>th</sup> graders.” Describe the capabilities of your organization to implement, carry out and manage the project.

### **5) Project Goals and Objectives Form and Instructions**

Using the [Project Goals and Objectives Form](#), all applicants must provide a project goal statement, objectives, implementation activities and performance measures for the SRO program in the specified school for the 2008-09 grant period. Use as many pages of the “Project Goals and Objectives Form” as needed to describe your project. The text boxes will expand to accommodate verbiage. Objectives should be specific, measurable, achievable, related to the goal statement and time-bound. The objectives, at a minimum, must address:

- crime prevention activities;
- law enforcement activities;
- school- and community-based liaison activities;
- and law-related education activities.

#### **Goal:**

Your project goal statement for the “Goal” section of the “Project Goals and Objectives Form,” must be based on language from the Introduction section of these guidelines. Your Goal Statement must include the full name of the school.

#### **Objectives:**

On the “Project Goals and Objectives Form,” your objectives must relate to the project goal and directly address the issues and needs described in the “Need Justification” section of your Project Narrative. Objectives must be stated in specific, measurable, achievable, related to goals, and time-bound terms. You must develop *at least* one objective in each of the following categories: crime prevention; law enforcement; school- and community-based liaison activities; and law-related education. You may include additional objectives.

Under the “Objectives” column of the “Project Goals and Objectives Form,” list one objective per text box, numbering each objective. Text boxes will expand to accommodate verbiage.

#### **Implementation Plan:**

For each objective, complete the “Implementation Plan” section of the “Project Goals and Objectives Form.” Provide a thorough, specific list of activities and/or tasks that will be undertaken each quarter to accomplish each objective. For example, the “Implementation Plan”

section would include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified in this section in chronological order, starting with the first grant quarter (July – Sept. 08.)

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### **Person Responsible:**

In the “Person Responsible” column of the “Project Goals and Objectives Form,” identify the person, persons or group responsible for completing each implementation activity listed for an objective.

### **Performance Measures:**

In the “Performance Measures” column of the “Project Goals and Objectives Form” identify all performance measures, statistical data or other relevant documentation that will be collected and reported quarterly to DCJS for each objective listed.

#### **6) Memorandum of Understanding**

Applicants must submit an up-to-date Memorandum Of Understanding (MOU.) Grants will be awarded only to localities that have established an MOU between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle, high or alternative public schools. Refer to the [Virginia School Resource Officer Program Guide](#) for sample MOUs. The MOU should include *at least* the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

#### **7) SRO Departmental General Order**

Applicants must submit a departmental general order that outlines the operation of their SRO program. DCJS has a [sample directive for School Resource Officers](#) online in “*Sample Directives for Virginia Law-Enforcement Agencies.*”

#### **8) SRO Job Description**

Applicants must submit a departmental SRO job description. Please refer to the [Virginia School Resource Officer Program Guide](#) information on the fundamental roles and job responsibilities of an SRO.

#### **9) SRO Contact Sheet**

By the end of the first quarter of the grant period, localities receiving SRO grant awards must complete and submit online an [SRO Contact Sheet](#) for each grant-funded position. Also, localities will complete and submit online an SRO Contact Sheet within 30 days of a change in

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SRO personnel.

### **10) Certification Regarding Previous Funding**

Applications for **new** SRO programs must include a letter signed and dated by the Project Administrator certifying that the locality has **not** received federal or state grant funding or provided local funding previously for a full-time School Resource Officer at the school specified in their grant application. The letter also must certify that the locality will return any funds received from DCJS in support of a full-time SRO program at the school specified in the current grant application, if it is determined that the locality previously received grant funds or provided local funds for that SRO program.

### **XII. Reporting Requirements**

Grant recipients must submit quarterly financial and progress reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

#### **Contact/Assistance**

Please read these guidelines thoroughly. If you have questions regarding your SRO grant application, you may contact Kathi Lee, 804.786.4303, or [Kathi.lee@dcjs.virginia.gov](mailto:Kathi.lee@dcjs.virginia.gov), for assistance. You also may contact your assigned DCJS Law Enforcement Services Section [\*\*regional grant monitor\*\*](#).

## APPLICATION CHECKLIST

- ❑ **Grant Application Form** – signed and dated by the Project Administrator (county administrator, city/town manager, or Mayor, or chairperson of the Board of Supervisors)
- ❑ **Itemized Budget Form**
  - Total amount requested may not exceed \$50,000 per SRO position, including the required local matching funds
  - Budget only includes salary and benefits
  - Local matching funds are calculated using the Virginia Department of Education’s **“2008-2010 Composite Index of Local Ability-to-Pay”**
  - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains salary and fringe benefits in detail
- ❑ **Project Narrative** - does not exceed page limits and includes specified headings
- ❑ **Project Goals and Objectives Form(s)**
- ❑ **Memorandum of Understanding** - signed and dated by the local law enforcement agency and school division executives
- ❑ **SRO Departmental General Order**
- ❑ **SRO Job Description**
- ❑ **SRO Contact Sheet** – if officer has been designated
- ❑ **Certification Regarding Previous Funding** – applicants for new SRO programs

**Mail to:** **Department of Criminal Justice Services**  
**Grants Administration Section**  
**202 North Ninth Street**  
**Richmond, VA 23219**

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